

DEPARTMENT OF GENERAL SERVICES
Records Management Division

THIS AMENDS SCHEDULE C-494

SCHEDULE
NO. C-494A1

PAGE
NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County Central Services		Purchasing
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>PURCHASE ORDERS/CHANGE ORDERS:</u></p> <p>The standard Purchase Order/Change Order is an automated printed form to place orders or changes for commodities/services throughout the County and has seven copies which are distributed (after authorization by Purchasing Agent) as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are sent to the vendor. The <u>goldenrod</u> copy, along with attached back-up info. are retained by the Purchasing Office and filed by vendor and numerically, respectively. The <u>pink</u> copy is retained by the Expeditor in the Purchasing Office to keep track of deliveries. The <u>green</u> copy is forwarded to Finance. The two (2) <u>blue</u> copies are forwarded to the receiving department and/or requesting user department.</p>	<p>TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN THREE YEARS IN OFFICE, FIVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>(The <u>green</u> copy, retained by Finance, is the Record Copy, subject to the retention requirements set by the Finance Retention Schedule.)</p>
2	<p><u>SUB ORDER RELEASE CONTRACTS:</u></p> <p>A Sub Order Release Contract is a contract resulting from accepting bids on purchases of commodities/services with a fixed (yearly or designated time) price. Sub Order Releases are partial orders issued against an active Purchase Order and is an authorization for the vendor to ship whatever is described in the Purchase Order Contract. The active contract is filed by Purchase Order Number; when the contract expires it is filed by Expiration Date. The standard Sub Order Release is an automated printed form to order commodities/services throughout the County and has seven copies which are distributed (after authorization by the Purchasing Agent) as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are sent to the vendor. The <u>goldenrod</u> copy is destroyed. The <u>pink</u> copy is retained by the Purchasing</p>	<p>TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE (ONE YEAR WHILE ACTIVE AND ONE YEAR AFTER EXPIRATION) SIX YEARS IN RECORDS CENTER, THEN DESTROY.</p>

Schedule Approved by Department,
Agency, or Division Representative

12/9/91

10/30/91

Date

Signature

Title

Schedule Authorized by

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-494A1

PAGE 2 of 3
NO.

Item No.	Description	Retention
	Office and filed in the contract folder numerically. The <u>green</u> copy is forwarded to Finance. The two (2) <u>blue</u> copies are forwarded to the receiving department and/or requesting user department.	
3	<p><u>PRICE AGREEMENT CONTRACTS:</u></p> <p>A Price Agreement Contract is a contract resulting from accepting bids on purchases of commodities/ services. The standard Purchase Order Contract (Item #1) is created and distributed (after authorization by the Purchasing Agent). Contracts are filed by Bid Number (they include rejected bids).</p>	TOTAL RETENTION PERIOD IS SEVEN YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE OR LENGTH OF TIME CONTRACT IS ACTIVE, FIVE YEARS IN RECORDS CENTER, THEN DESTROY.
4	<p><u>CONSULTING/PERSONAL SERVICE AGREEMENTS:</u></p> <p>These agreements consist of Architect/Engineer professional services, contractual services and miscellaneous professional consulting services. Agreements are filed by Agreement Number. They are prepared in quadruplicate and distributed as follows:</p> <ol style="list-style-type: none"> 1. Original - Purchasing (Record Copy) 2. Copy - Contractual Employee/Consultant 3. Copy - Finance 4. Copy - User Agency 	<p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY.</p>
5	<p><u>CAPITAL IMPROVEMENT CONSTRUCTION CONTRACTS:</u></p> <p>These Contracts are concerned with long term projects such as road, bridge, building or utility facilities work. The files contain originals of contract documents with detail information and correspondence. Contracts are filed by Purchase Order Number after the contract is awarded. Rejected proposals that are re-bid are retained in the Purchasing Department while active.</p>	<p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-494A1

PAGE
NO. 3 of 3

Item No.	Description	Retention
6	<u>RECORDING DISCS OF BIDS:</u> Bids received by the Purchasing Office are read and recorded in public in the County Council Chambers.	TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
7	<u>SURPLUS SALES:</u> A record of all County property sold as surplus at public auction is retained which includes the item and price obtained.	TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
8	<u>ADVERTISING:</u> All capital projects, bids, Council bills, traffic notices, and surplus property sales are advertised in local newspapers.	TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY.
9	<u>GENERAL OFFICE & CORRESPONDENCE FILES:</u> The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value.	TOTAL RETENTION PERIOD IS THREE YEARS, THEN DESTROY.
10	<u>INVENTORY SHEETS:</u> An annual inventory of the warehouse, print shop, stockrooms, garages, road divisions, water reclamation facilities, and all gasoline and diesel fuel are conducted, recording the quantity and stock number of each item, the price and extended value and the actual count.	TOTAL RETENTION PERIOD IS FIVE YEARS, THEN DESTROY.
11	<u>STOCK ROOM/WAREHOUSE REQUISITIONS:</u> Requisitions are prepared by departments to order materials and supplies. There are three copies distributed as follows: The <u>white</u> copy is sent to Finance to charge the account The <u>yellow</u> copy is retained in the Print Shop The <u>pink</u> copy is retained by the requesting department	TOTAL RETENTION PERIOD IS THREE YEARS, THEN DESTROY.
12	<u>PRINT SHOP BILLING:</u> Invoice that includes quantity, job title and amount billed. Filed in alphabetical order by department.	TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY.

CTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
USED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 12

1. DEPARTMENT/AGENCY

Central Services

2. DIVISION

Purchasing

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Purchase Orders/Change Orders

5. EARLIEST YEAR/LATEST YEAR

Current TO 5 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A form used to place orders or changes for
commodities/services.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

24 ☒ FILE DRAWER(S)
NUMBER ☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

8 ☒ FILE DRAWER(S)
NUMBER ☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Ctr. 3rd Floor Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

3 years in office
5 years in Record Center

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Russell M. Management

222-1368

10-30-91

INSTRUCTIONS--TYPE OR PRINT A DATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY Central Services		2. DIVISION Purchasing		3. UNIT	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Sub Order Release Contracts				5. EARLIEST YEAR/LATEST YEAR current TO 6 years	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) A contract resulting from accepting bids on purchases of commodities/services with a fixed (yearly or designated time) price					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input checked="" type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 10 <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER 2 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Ctr 3rd Floor Room 303		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION 2 years in office 6 years in Record Center			
19. NAME AND TITLE OF PREPARER Management		20. TELEPHONE NUMBER 222-1368		21. DATE 10-30-91	

INSTRUCTIONS--TYPE OR PRINT A DATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY <i>Central Services</i>		2. DIVISION <i>Purchasing</i>		3. UNIT	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <i>Price Agreement Contracts</i>				5. EARLIEST YEAR/LATEST YEAR <i>Current TO 5 years</i>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <div style="font-size: 1.2em; margin-top: 20px;"> A contract resulting from accepting bids on purchases of commodities/services. </div>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <div style="margin-top: 10px;"> <u>12</u> NUMBER </div>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="margin-top: 5px;"> <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) </div>			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <i>Arundel Center, 3RD Floor, Room 303</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION <div style="font-size: 1.1em; margin-top: 10px;"> <i>2 years in office (average) 5 years in Record Center</i> </div>			
19. NAME AND TITLE OF PREPARER <i>Records Management</i>		20. TELEPHONE NUMBER <i>272-1318</i>		21. DATE <i>10-30-91</i>	

INSTRUCTIONS--TYPE OR PRINT A DATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>4</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY <u>Central Services</u>		2. DIVISION <u>Purchasing</u>		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Consulting/Personal Service Agreements</u>				5. EARLIEST YEAR/LATEST YEAR <u>CURRENT</u> TO <u>20</u> YEARS	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <u>Agreement documents with Architect/Engineers, contractual employees OR miscellaneous professional consulting services</u>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>25</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <u>5</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>Arundel Center, 3RD Floor Room 303</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <u>2 years in office (Average)</u> <u>12 years in Record Center</u> <u>if County funded</u> <u>20 years in Record Center if</u> <u>Federal funded</u>		
19. NAME AND TITLE OF PREPARER <u>William H. Management</u> <u>Assistant</u>		20. TELEPHONE NUMBER <u>222-1368</u>		21. DATE <u>10-30-91</u>	

INSTRUCTIONS--TYPE OR PRINT A DATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>5</u> OF <u>18</u>	
1A. DEPARTMENT/AGENCY <u>Central Services</u>		2. DIVISION <u>Purchasing</u>		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Capital Improvement Construction Contracts</u>				5. EARLIEST YEAR/LATEST YEAR <u>Current</u> TO <u>20</u> years	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <u>Contract documents for projects such as roads, bridges, buildings or utility facilities work.</u>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>23</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <u>4</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>Arundel Center 3rd Floor Room 303</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <u>2 years in office (Average)</u> <u>12 years in Record Center if</u> <u>County funded</u> <u>20 years in Record Center if</u> <u>Federal funded</u>		
19. NAME AND TITLE OF PREPARER <u>William H. Management</u>		20. TELEPHONE NUMBER <u>222-1368</u>		21. DATE <u>10-30-91</u>	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>6</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY <u>Central Services</u>		2. DIVISION <u>Purchasing</u>		3. UNIT	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Recording Disc of Bids</u>				5. EARLIEST YEAR/LATEST YEAR <u>CURRENT</u> TO <u>3 years</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <u>Tape cassette Recording of bid openings.</u>					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input checked="" type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>36</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Audio Tape</u>	
				10. ANNUAL ACCUMULATION <u>12</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Audio Tape</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>Arundel Center, 3rd Floor, Room 303</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <u>1 year in office (average)</u> <u>3 years in Record Center</u>		
19. NAME AND TITLE OF PREPARER <u>Marne Myle, Management Asst</u>		20. TELEPHONE NUMBER <u>202-7368</u>		21. DATE <u>10-30-91</u>	

INSTRUCTIONS - TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 12

1. DEPARTMENT/AGENCY
Central Services

2. DIVISION
Purchasing

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Surplus Sales

5. EARLIEST YEAR/LATEST YEAR
current TO 3 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Documents pertaining to sale of surplus property

7. RECORD SERIES FORMAT(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
1 ☒ FILE DRAWER(S)
NUMBER ☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 ☒ FILE DRAWER(S)
NUMBER ☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Akundel Center 3RD Floor Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
1 year in office
3 years in record center

19. NAME AND TITLE OF PREPARER
Management
Assistant

20. TELEPHONE NUMBER
222-1368

21. DATE
10-30-91

INSTRUCTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
USED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 18

1. DEPARTMENT/AGENCY

Central Services

2. DIVISION

Purchasing

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Advertising

5. EARLIEST YEAR/LATEST YEAR

Current TO 2 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Documents showing request of advertising
for capital projects, bids, Council bills, traffic
notices, etc.*

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 2* ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1* ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1* ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, 3RD Floor Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS

- ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

2 years in office

19. NAME AND TITLE OF PREPARER

Mike M. Management

20. TELEPHONE NUMBER

222-1368

21. DATE

10-30-91

INSTRUCTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
USED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 12

1. DEPARTMENT/AGENCY
Central Services

2. DIVISION
Purchasing

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
General Office Correspondence Files

5. EARLIEST YEAR/LATEST YEAR
Current TO 3 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

General information, copies of letters and memoranda,
personnel information, finance forms, budget,
work papers, etc.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 1 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1/2 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, 3rd Floor Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

3 years in office

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Marne M. Management Asst

222-1368

10-30-91

INSTRUCTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
USED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 10 OF 12

1. DEPARTMENT/AGENCY
Central Services

2. DIVISION
Purchasing

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Inventory

5. EARLIEST YEAR/LATEST YEAR
current to 5 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Annual inventory sheets of the warehouse, print shop,
stockrooms, garages, road divisions, utility facilities,
gasoline and diesel.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 1 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1/2 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED ☒ Yearly
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, 3RD Floor, Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

5 years in office

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Monette M. Mendenhall
Assistant Manager

522-7368

10-30-91

INSTRUCTIONS --TYPE OR PRINT A DATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>11</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY <i>Central Services</i>		2. DIVISION <i>Purchasing</i>		3. UNIT <i>Stockroom/Warehouse</i>	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <i>Stockroom/Warehouse Requisitions</i>				5. EARLIEST YEAR/LATEST YEAR <i>current TO 3 years</i>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <i>Requisitions to place orders for materials and supplies</i>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>6</i> NUMBER	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>2</i> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <i>1</i> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <i>Alundel Center, Stockroom Lower Level and Central Warehouse, Millersville</i>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <i>3 years in offices at Stockroom/Warehouse</i>		
19. NAME AND TITLE OF PREPARER <i>Maureen Kyle Management Asst</i>		20. TELEPHONE NUMBER <i>222-1368</i>		21. DATE <i>10-30-91</i>	

INSTRUCTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 17 OF 18

DEPARTMENT/AGENCY

Central Services

2. DIVISION

Purchasing

3. UNIT

PRINT SHOP

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

PRINT Shop Billing

5. EARLIEST YEAR/LATEST YEAR

CURRENT TO 2 years

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Invoices of jobs & amounts for printing services

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 4 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION

- 2 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center Lower Level, Print Shop

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

2 years in Print Shop

19. NAME AND TITLE OF PREPARER

Management Asst

20. TELEPHONE NUMBER

222-1368

21. DATE

10-30-91